



### WASTEWATER OPERATOR

Department:	Public Works	Revised Date:	July 2013
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**GENERAL PURPOSE:** Under general supervision, perform skilled operations and maintenance duties on wastewater collection and treatment facilities, including monitoring, operating, and maintaining equipment. Additionally, an employee in this class performs testing and sampling duties, including making equipment adjustments to maintain operational standards.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs installation, maintenance, inspection, and repair work on wastewater collection and treatment systems, including main lines, pumping and lift stations, and manholes;
- Responds to emergency situations such as pump and/or equipment failure and system alarms;
- Performs sampling and laboratory testing duties; monitors flow meters and related measuring equipment;
- Monitors operation of aerator and pumping systems; operates dewatering equipment; organizes contracted sludge hauling activities; performs maintenance, repair, and overhaul of equipment and machinery;
- Performs building and facility maintenance and custodial tasks; maintains tools and equipment;
- Operates valves, gates and pumps to adjust wastewater flows and chemical injection rates;
- Maintains written work records, including maintenance and repair logs, flow records, and daily work logs.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School diploma or GED equivalent

##### **Required Licenses or Certifications:**

## **Job Description**

- Must possess a valid Driver's License issued by the State of Arizona
- Arizona Wastewater Treatment Plant Operators Certificate grade 1 or higher required within one year of hire; and Arizona Wastewater Collection System Operators Certificate at the grade 1 or higher is required within one year of hire.

### **Required Knowledge of:**

- Town policies and procedures.
- Reading and interpreting meters, gauges, control panels, and testing and monitoring equipment; Inspection procedures on machinery, equipment, and mechanical systems in operation and detection of flaws and defects;
- Operation, maintenance and repair standards for motorized equipment and vehicles.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Basic tools and equipment used in construction and maintenance.

### **Required Skill in:**

- Closely following verbal and written instructions and procedures.
- Preparing written reports and maintenance of system performance records
- Safe and efficient operation and maintenance of tools and motorized equipment according to standard operating and safety procedures.
- Making routine operating adjustments and repairs to assigned equipment.
- Identifying mechanical problems.
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.

### **Physical Demands / Work Environment:**

- Work is performed outdoors with exposure to hazardous equipment; requires constant physical efforts, and ability to lift and move items weighing up to fifty (50) pounds.
- The primary duties of this class are performed in an environment that may include working in adverse weather conditions and hazards involving the use of power tools and equipment, exposure to hazardous and allergenic materials, and working in confined spaces.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern emergency or alarm systems, including vehicle backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical manuals and related system diagrams, and move over rough or unfamiliar terrain;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient body flexibility, mobility, stamina, and balance to perform maintenance and repair operations which require working in trenches and confined spaces, climbing and working on ladders, and moving over rough or unfamiliar terrain.